



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

DIVISION OF MOTOR VEHICLES

100 Main Street  
Pawtucket, RI 02860

REQUIREMENTS TO REGISTER AND TITLE A LEASED VEHICLE  
IN THE STATE OF RHODE ISLAND

1. A leasing license or an approved waiver letter (if the leasing company has five (5) vehicles or less registered in the State of Rhode Island) must be on file with the Rhode Island Division of Motor Vehicles, Dealers License and Hearing Board, listing the exact name and address of the leasing company.

For additional information, contact: Division of Motor Vehicles  
Dealers License and Hearing Board  
100 Main Street  
Pawtucket, RI 02860  
(401) 462-5731

2. A GU-1338 insurance form must be on file with the Rhode Island Division of Motor Vehicles, Financial Responsibility Section, listing the exact name and address of the leasing company.

For additional information, contact: Division of Motor Vehicles  
Financial Responsibility Section  
100 Main Street  
Pawtucket, RI 02860  
(401) 462-5746

3. Payment of sales/use tax or a Rhode Island tax permit number on file with the Division of Taxation, listing the exact name and address of the leasing company.

For additional information, contact: RI Division of Taxation  
1 Capitol Hill  
Providence, RI 02908  
(401) 222-2950

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4. A certificate of origin assigned to the leasing company listing name and address, exactly as on the leasing license; or an original title listing the leasing company as owner exactly as on the leasing license; or an original title assigned to the leasing company exactly as on the leasing license.

For additional information, contact: Division of Motor Vehicles  
Title Section  
100 Main Street  
Pawtucket, RI 02860  
(401) 462-5774

5. A leased vehicle already titled in another state AND with permission from the leasing company – a photo/fax copy of the title or electronic printout (for states that issued them) can be used. The name of the leasing company on the front of the out of state title, must be exactly the same as on the Rhode Island leasing license. No title will be issued and the customer will be issued a registration stamped non-transferable. No Rhode Island title will be issued.
6. A TR-1 form (registration and title application) listing leasing company as owner, lessee's name, address, date of birth and license number, seller (if applicable), lienholder's name and address (if applicable), the vehicle description, insurance information of the lessee, the signature of the representative of the leasing company, and his/her signature must be notarized.

For additional information contact: Division of Motor Vehicles  
Information  
100 Main Street  
Pawtucket, RI 02860  
(401) 462-4368

7. A Power of Attorney for the person signing the TR-1 (the application for registration and title).
8. A TR-5 form (vehicle identification number verification) obtained from local police if a title from another jurisdiction is submitted.

For additional information contact: Division of Motor Vehicles  
Title Section  
Pawtucket, RI 02860  
(401) 462-5774

**THE RHODE ISLAND DIVISION OF MOTOR VEHICLES WILL NOT  
REQUEST A TITLE FROM A LEASING COMPANY**